

45th Annual Medical Student Research Day
Wednesday, November 16, 2022, 12-6:20pm
SMC Campus Center 2nd and 3rd Floors

Event Procedures

Presentation Materials

- **Oral presentation** presenters will submit **PowerPoint file for the presentation slides** several days before the event.
- **Poster presentation** presenters will 1) submit an **electronic poster file** a week or more before the event and 2) **pin up the poster on the poster boards** the day before the event and **take down the poster** after the last poster presentation session.

Presentation Materials - deadlines and designated time range

Poster Presentations

- Submit poster file: due by **Noon on Wednesday, November 9**
 - Posters should be 48 in. wide by 36 in. tall (4'x3') in slide size
- Pin up poster on poster board on **Tuesday, November 15 at 1-4pm.**
- Take down poster from poster board on **Wednesday, November 16 at 4:40-5:05pm.**

Oral Presentations

- Submit PowerPoint presentation file: due by **Sunday, November 13**

Presentation Materials Submission

1. Submit your electronic presentation materials using the [MSRD Presentation Material Submission Form](#). You can use the “Edit Link” included in your submission confirmation email to submit any changes/updates before the applicable deadline.
 - a) For oral presentations: name the PowerPoint presentation file using the presentation ID, last name, and first name: “**O.10.Smith.Joe**” (first character: letter “O” for oral).
 - b) For poster presentations: name the files using the presentation ID, last name, and first name: “**P.10.Smith.Joe Poster**” (first character: letter “P” for poster).
 - c) Preview all the slides before final submission. Make sure your final presentation file is **approved by your mentors.**

- d) It is strongly recommended that you practice your presentation multiple times, including the timing, prior to submitting the presentation file in case any final adjustments need to be made.
- e) Late submissions will not be accepted and may result in presenting without a PowerPoint and/or in disqualifying from competing for awards and prizes.

PowerPoint Presentation File for Oral Presentation

The presenter's MS PowerPoint file will be used for visual aid. All presentation media must be included in or accessible via the PowerPoint file.

1. All PowerPoint presentations must be submitted in advance according to instructions.
2. Prepare the presentation as a single **PC-compatible** PowerPoint file. If you use a Mac computer to create your presentation, please test the presentation file on a PC prior to submitting the file.
3. **Include your presentation ID** (e.g., "O.01") clearly visible at the top of each slide, either on the top left or top right corner consistently.
4. Please keep your presentation file at a reasonable file size by compressing photos and other media as applicable appropriate for presentation quality.
5. If you plan to use animation, consider using animation strategically and sparingly, especially those that involve large sized images or other media.
6. It is recommended that you **prepare a hard copy** of your PowerPoint slides and any notes for your presentation for your reference on the day of your presentation. You might not have the presenter view available on the computer of your presentation room. In the rare case of technical issues, please be prepared to continue your presentation with or without the aid of PowerPoint.

Event Procedures

See "Presentation Procedures" under respective Oral and Poster Presentation sections below for presenter's attendance requirements at their assigned presentation session. During all other times of the presentation segments of the event, presenters are free to attend presentations that interest them. Presenters are strongly encouraged to attend the opening remarks and keynote address, engage and interact with other presenters as their audiences during oral or poster presentations throughout the event, and the awards banquet.

Note: To be eligible for monetary award prizes, presenter must be present at the Awards Banquet of the event (4:50-6:00pm, attend at minimum 5:20-5:55pm).

Please see "**Presenter General Attendance, Awards and Prizes**" section for other requirements and information.

Oral Presentations

Presentation Procedures

1. Presenters must be present at their assigned presentation session from 5 minutes prior to the start of the session through the entire session.
2. Each presentation is limited to a **maximum of 10 minutes: ~7 minutes for presentation slides and ~3 minutes for questions and discussion.** Time will not be extended beyond the total 10 minutes for any reason, including technical issues.
 - The allocation between presentation slides time and questions may be more flexible, though it is strongly recommended to allow at least 3 minutes for questions. The moderator will remind presenters to transition to Q&A.
3. The **moderator** will keep time and will **signal to the presenter at the 5-minute mark** with a colored card (2 minutes remaining to wrap up the presentation). At the **7-minute mark**, the moderator will help transition the presentation into Q&A for the remaining 3 minutes.
4. Time will be kept according to schedule. The next presenter should be waiting near the podium during Q&A of the prior presentation. If a presentation is finished early, the next presenter will wait until his or her scheduled time.
5. **The oral presentation typically includes** an introduction/background to the subject matter of the research, the methods, the results, summary and conclusions, and acknowledgement. If your research has not progressed far enough to include results and conclusions by the time of your presentation, you can discuss your expectation of potential results and possible implications if applicable or next steps in the process, and if applicable, any challenges you had.
6. Consult your mentor as you develop your presentation.

Poster Presentations

Poster Dimensions

The Electronic Poster should be **48 inches wide by 36 inches tall** (4'x3') in PowerPoint slide size. Make sure the appropriate poster dimensions are set in the PowerPoint file for your poster (in Design>Slide Size>Custom Slide Size).

Presentation Procedures

1. Presenters must be present at their assigned presentation session from 5 minutes prior to the start of the session through the entire session.

2. The electronic poster files will be posted in advance and made available for judges and interested audiences to view before the start of the event as well as throughout the event. Link to the posters will be provided.
3. Poster presentations will occur for the duration of the session.
 - a. It is recommended that poster presenters prepare a short 3-5 minute overview or highlight of the poster. You can present the overview as needed to your audience and allow time for questions and discussions. Please keep in mind that given the nature of poster sessions, audience attendees may come to or leave from your poster any time throughout the presentation session. You may need to re-address questions that may have been previously asked or re-present your overview as needed.
 - b. **Presentation to judges:** Presenters will present to and engage with judges in a 15-minute segment during the presentation session. Poster manager will signal the start and end of judging segments. Expect most if not all the applicable judge for your presentation to be together for the 15-minute judging segment. Start with your short overview/highlight and address questions and engage in discussion as applicable. Judges will have judges name tags
 - c. All other times during the session, presenter will manage their own session and interact with any audience who enters the session. The nature of the interaction with audience will depend on the specific audience and their familiarity with the poster.
7. Consult your mentor as you develop your poster and presentation.

Poster Setup and Take-Down

1. Follow the designated times for poster setup and take down.
2. **For poster setup:** Follow the poster room map to find your poster board. Poster boards will be labeled by presentation ID. Poster ID cards will be pinned on the top left of the poster boards. **Please remove the poster ID card, pin your poster, then re-pin the poster ID card over your poster at the top left corner** clearly visible.
3. Bring your own push pins.

Presenter General Attendance, Awards and Prizes

Presenter Attendance at the Event

1. Presenters are strongly recommended to attend opening remarks and keynote address and awards banquet in recognition of honored mentors and celebrating student research achievements.

2. During times other than their assigned presentation session, presenters are encouraged to attend other presentations, interact as audience, and support fellow presenters.

Awards and Prizes

1. Each eligible presentation will be judged (based on overall quality of the presentation, the presented science, and the communication of the topic). Based on the judging results, presenters will be competitively awarded for outstanding research and presentation.
2. **Awardees must be present at the Awards Banquet to be eligible to receive prizes** (4:50-6:00pm, attend at minimum 5:20-5:55pm). Award and placement will not be affected by award banquet attendance.
3. **The following may result in being disqualified from competing for awards and prizes, unless extenuating circumstances and with prior approval.**
 - a. Absence during required time in assigned session.
 - b. Late submission of presentation materials for presentations.
4. Award prizes in the form of checks will be issued after the event. Awardees will receive instructions for applicable forms and information.